

## Recommendations for Classroom Teachers Using Zoom

This document was created by the LACA ITC on April 1, 2020, with assistance from MCOECN and ECOESC. Please feel free to distribute to anyone who will find it useful!

These recommendations are meant to prevent unwanted participants from joining (AKA: crashing, bombing) your Zoom meetings, as well as preventing students from interacting in inappropriate ways.

These three items prevent unwanted people from joining your meetings:

1. Use a meeting ID that is automatically generated instead of a personal meeting ID. Using the same Personal Meeting ID and publicizing it means more chance that unwanted people could obtain the ID and join your meeting, uninvited.
2. Require a password for EVERY Zoom Meeting. Share the password only with the students who are joining the meeting.
3. ALL Zoom calls should require a Waiting Room. The host will have to admit participants into the meeting, giving you absolute control over who joins. Also, if you enable the **“Join Before Host”** option to allow participants to join before you start the meeting, they will not see each other if they are in the Waiting Room.

These five items help prevent students from interacting in inappropriate ways:

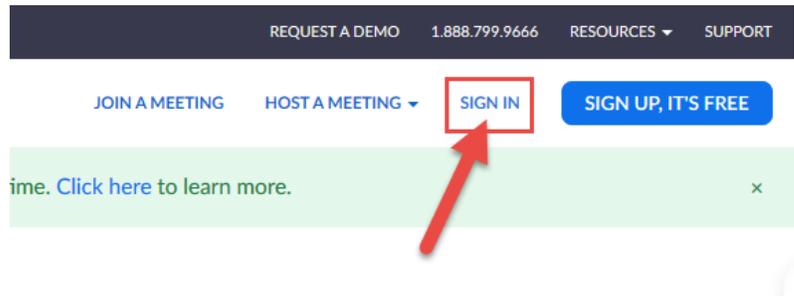
4. Video for both HOST and PARTICIPANTS should be OFF at the beginning of a meeting.
5. Only the HOST can share their screen. This prevents students from sharing something they shouldn't.
6. Disable PRIVATE CHAT. This prevents students from chatting with each other “behind your back”.
7. Disable File Transfer through Chat. This prevents students from sending unwanted images or other files through the Chat.
8. Mute participants on entry to the meeting.

This last item makes sure students who cannot join from a computer or device can still join via a normal phone call and at least hear the audio of the meeting.

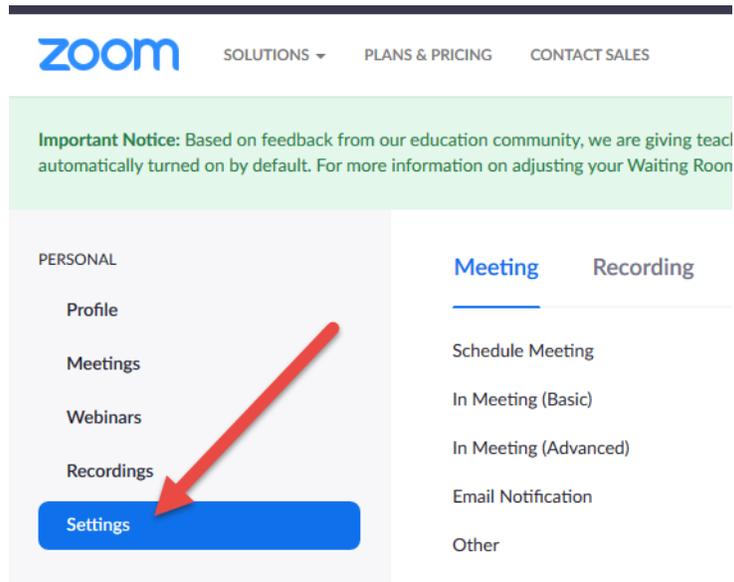
9. Audio should be set to “Telephone and Computer” if you wish to allow some students to dial into a Zoom meeting using voice calls, when Internet is unavailable to them.

## How Do I Set up Items 1 through 9 Above?

First, in any web browser, go to <https://zoom.us> and log in with your Zoom account (email address and password) by clicking “Sign In” in the upper right.



Then, click the “Settings” link under “Personal”.



The settings below are presented in the order in which they appear, as you scroll down the page. There are many more options available, but we are focusing only on the settings needed to set the nine items listed above.

By DEFAULT, **Host Video** and **Participant Video** should be disabled, as shown here. Also by DEFAULT, **Telephone and Computer Audio** should be selected under **Audio Type**. Set them as shown if they are not already.

**Host video**    
Start meetings with host video on

**Participants video**    
Start meetings with participant video on. Participants can change this during the meeting.

**Audio Type**   
Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

- Telephone and Computer Audio
- Telephone
- Computer Audio

By DEFAULT, **Use Personal Meeting ID** should be disabled when scheduling a meeting and starting an instant meeting. Set these options as shown if they are not already set this way.

Use Personal Meeting ID (PMI) when scheduling a meeting   
You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting

To require a password for ALL meetings, turn on these five items. Note that when you change an item from the DEFAULT value, it puts a “Modified RESET” notice to the right. When you enable **Require a password for Personal Meeting ID**, you will have to type in the password of your own choosing. It will be the same every time...in this case, I entered “12345”. Do this just in case you accidentally start a meeting with a personal ID, rather than a random ID, you will be protected by the password.

Require a password when scheduling new meetings   
A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a password for instant meetings   
A random password will be generated when starting an instant meeting

Require a password for Personal Meeting ID (PMI)   
 Only meetings with Join Before Host enabled  
 All meetings using PMI  
Password 12345

Modified Reset

Embed password in meeting link for one-click join   
Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.

Require password for participants joining by phone   
A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

Modified Reset

Help

**Mute Participants upon Entry** will need to be enabled. It is disabled by DEFAULT.

Mute participants upon entry   
Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

Modified Reset

### Disable **Private Chat**.

This will prevent students from chatting “behind your back”. You can choose to allow Chat depending on your need. If **Chat** is enabled, all chat messages will be visible to ALL participants (including the Host teacher).

**Chat**  Modified [Reset](#)

Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat 

**Private chat**  Modified [Reset](#)

Allow meeting participants to send a private 1:1 message to another participant.

Disable **File Transfer** to prevent transfer of images or other files between participants through the Chat. This is DISABLED by DEFAULT.

**File transfer** 

Hosts and participants can send files through the in-meeting chat. 

**Screen Sharing** is enabled by DEFAULT. **Who can share?** should be set to **Host Only** by DEFAULT. Make sure these settings are set as shown. You do not want to allow participants to share their screens.

**Screen sharing** 

Allow host and participants to share their screen or content during meetings

**Who can share?**

Host Only  All Participants 

**Who can start sharing when someone else is sharing?**

Host Only  All Participants 

**NOTE:** During the meeting, the host has the option to allow a participant to share a screen. This setting just turns that off by DEFAULT, but you can modify this “on-the-fly” during your meeting. See the section of this document “MORE CONTROLS WHEN YOU ARE IN A MEETING” for instructions on enabling participant screen sharing.

Be sure to enable **Waiting Room** if it is not already enabled. Under “Choose which participants to place in the waiting room”, choose “All Participants”.

#### Waiting room



Modified [Reset](#)

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. [\[v\]](#)

#### Choose which participants to place in the waiting room:

- All participants
- Guest participants only [?](#)

[Customize the title, logo, and description](#)

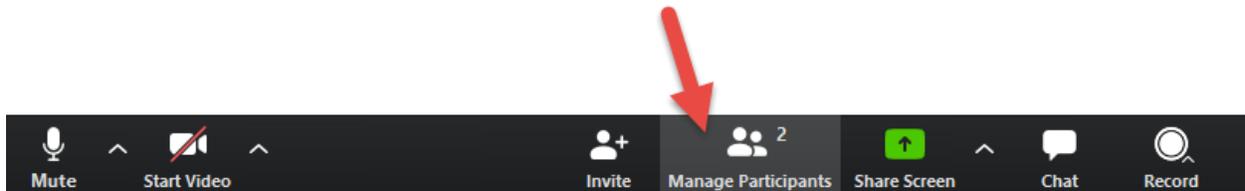
**NOTE:** Zoom made a global change to the **Waiting Room** option, and it is now enabled by DEFAULT for EVERYONE effective March 31, 2020. Prior to that date, it was disabled by DEFAULT. So you may find this option enabled by DEFAULT, and that's OK.

## More Controls When You are in a Meeting

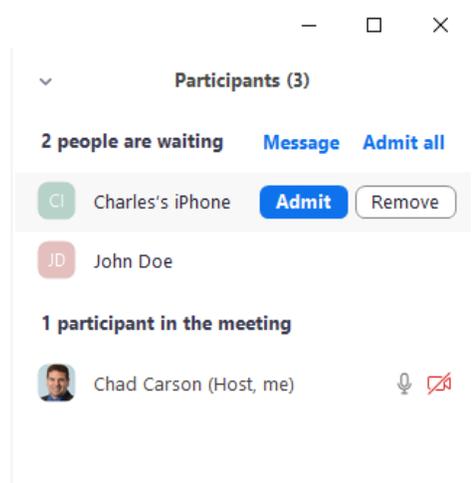
These controls are accessible after you start a meeting.

### Letting people in from a “Waiting Room”

Click the **Manage Participants** icon from the toolbar at the bottom of your Zoom meeting window. This will appear when you move your mouse to the bottom of the Zoom meeting window.



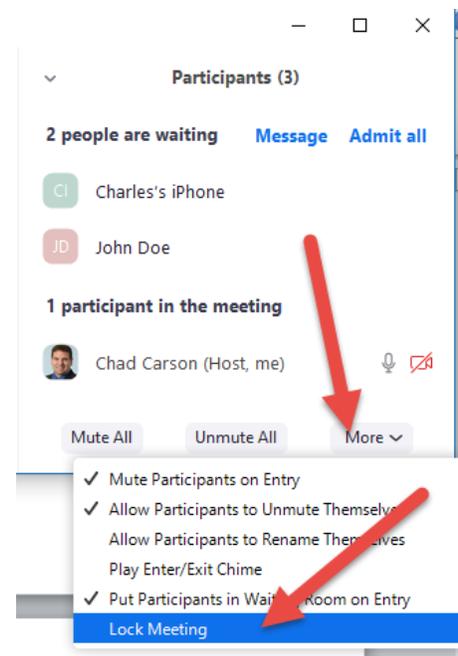
Hover your mouse over the participant and click **Admit** to let that participant into your meeting. Or you can click the **Admit All** button at the top to admit everyone at once. Just be sure everyone in the waiting room is really supposed to be there before you click **Admit All** !



### Locking your meeting

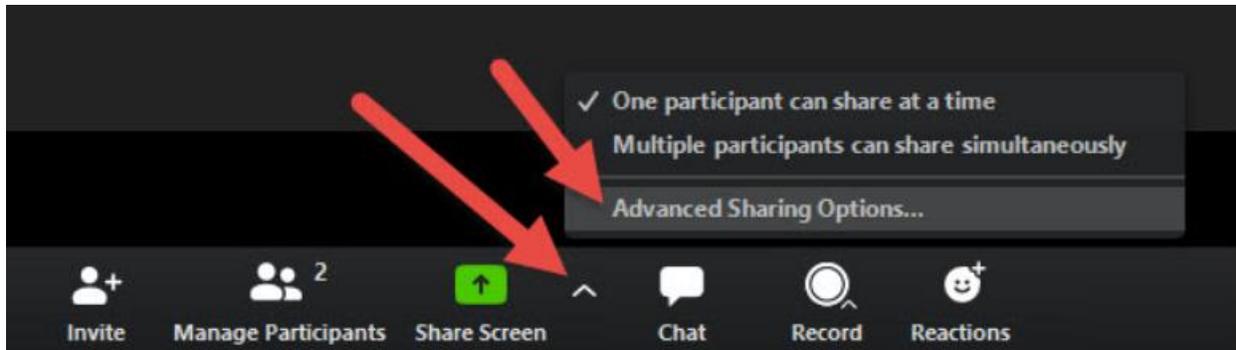
Once your meeting has started, and everyone you expect to be in the meeting has arrived, you can optionally LOCK the meeting so no one else can join. To do this, click on **Manage Participants** at the bottom of your Zoom Window.

Then click **More** and **Lock Meeting** to prevent anyone else from joining.

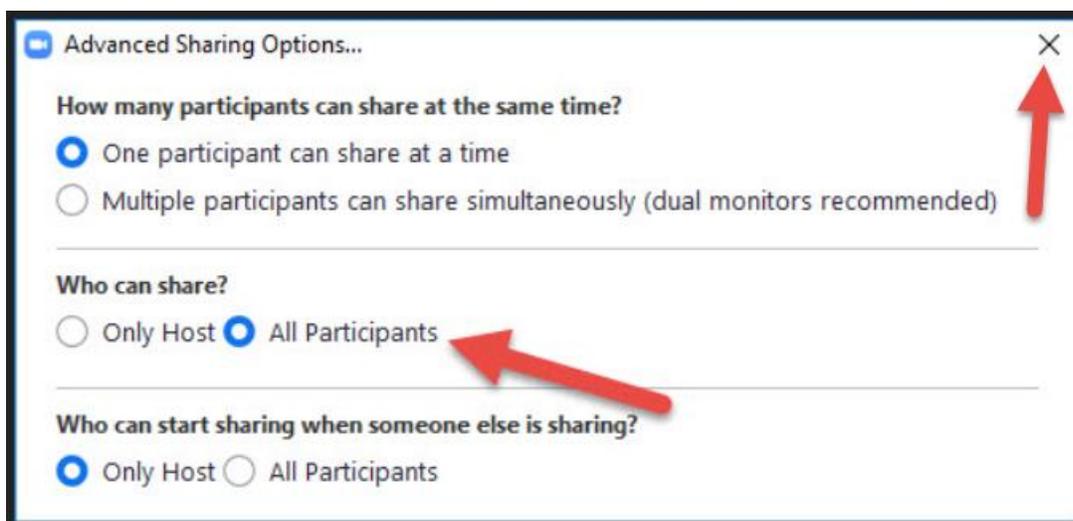


## Enable Participant Screen Sharing

Even if participant screen sharing is disabled by DEFAULT, you can allow it at any time during the meeting. To do so, move your mouse to the bottom of the Zoom Meeting window, and click the up-arrow icon next to **Share Screen**. Then choose **Advanced Sharing Options...**.



Select **All Participants** under **Who can share?** Then click the **X** in the upper right to close the Advanced Sharing Options window. Any participant in the meeting can now share their screen.



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